

**Town of Richlands
Section House Advisory Board
Meeting Minutes
May 15, 2025**

Attendance: Lynna Mitchell (chair), Greg Horn, Rod Cury, Eleanor Armes, Donna Altizer, Zadin Lawson, Brad Lawson, Gaynelle Thompson

I. Call to order

The meeting convened at 5:10 pm.

II. Minutes

The minutes of the 4/14/25 meeting were approved unanimously.

III. Financial report

--The board estimated that we have approximately \$6,000 in our town account.

IV. Hanging baskets/flowers update

--Lynna reported that she, Rod, and Greg went to Kim's Greenhouse to check on the hanging baskets, flower boxes and zinnias she is preparing for the house. They are looking great and will be ready soon.

V. Matthew Monk event planning

--The board continued planning the presentation on the Goodwin Mills by museum curator Matthew Monk scheduled for Monday, June 23 starting at 6:00 pm. Lynna advised board members to be at the house at 5:00. The preliminary reception outside will begin at 6:00 with mocktails, wine, and heavy hors d'oeuvres; at 6:50 we will move everything inside and begin the presentation at 7:00.

--Set-up is scheduled for Sunday, June 22 at 2:00 pm. Rod is in the process of obtaining the banquet license. Donna will prepare wildflowers in bottles as table decorations. Lynna will prepare a promo flyer and programs, as well as 60 plastic wine glasses. Due to time constraints, the coloring contest will be postponed until the Mt. Vernon event in September. Hors d'oeuvres were discussed.

--Matthew's honorarium will be \$500 per his request. Rod has sent him a template request form to fill out for the town. Matthew will also send us a title, picture, and bio for the program.

--Donna announced that Ileen Yost, a member of the Goodwin family, has agreed to attend and bring various Goodwin Mills artifacts to display at the event. Rod will contact her to make arrangements. She also announced that the Richlands Garden Club's 2025 Christmas ornament will be the Goodwin Mills. She plans to offer

pre-orders at the event.

VI. Section House painting

--Rod announced that he has talked with Jeremy Cooper, whose firm is responsible for re-painting the house. Pressure washing will take place the week of July 14, while painting is scheduled for the week of July 21. It will take 4-5 days and will require a board member present for questions and supervision.

VII. Town Christmas tree lighting

--Rod announced that town manager Ron Holt requested that this year's official Christmas tree lighting be held at the Section House; it will take place on Saturday, December 6. Lynna indicated that she would like this to be a "special" event, and preliminary plans were discussed. Rod will begin looking for a vendor for the large tree and requested that the board also plan to pay for two smaller trees for the front of the house. Donna discussed plans to add additional wreaths and greenery for all sides of the house. She also suggested a Victorian theme. Rod indicated that he intends to talk with RHS about providing a choir and brass ensemble, as well as a JROTC presentation of colors.

VIII. Bridge Walk

--Rod announced that we will plan a bridge walk after VDOT work is completed. He talked with Luke Phillips, the project manager, who indicated that this will need to be a town event and can only be held after the bridge is completed.

IX. Other business

--AJ Robinson contacted Rod on behalf of the Department of Corrections. They will be filming interviews at the house on May 28. Rod will attend to supervise.

--Rod also indicated that he is working on possible arrangements to get new doors for the outbuilding before the house is painted. However, arrangements are tentative.

Next meeting date—Monday, June 16 at 5:00pm at the Section House

Adjournment—6:15pm

Minutes prepared by Greg Horn
May 16, 2025